



BUSINESS ENGLISH COURSE MODULES

“Performance English”

Introduction:

- This course is designed to last 12 weeks but it is possible to study for a minimum of 4 weeks without missing out on key components of the course.
- Essential skills such as writing and spoken communication are covered all through the semester as these components are important for everyone.
- Each week also covers a different topic so it doesn't matter if the student starts in Week 1 or in Week 9. In fact, each month new students begin and new classes are added to cater for new intakes, so we've cleverly designed a structure that benefits both short term enrolments (4 weeks) compared to longer term enrolments (12 weeks). Refer to intake date form for monthly preferred start dates.
- 2 options: Intensive course from Monday to Friday (20h/week) from 1.30 am to 5.50 pm/
part-time course on Monday and Wednesday from 6.00pm to 8.30 pm

Below an example of some of the topics covered each week:

WEEK 1	Pronunciation Research and talk about a company Write an overview of a company Body language for presentations Present tense vs. future tense Discuss competitive strengths of an organisation
WEEK 2	Organisational chart Performance reports Write a project plan and performance appraisal Meeting participation Long and short vowels
WEEK 3	Workplace discussion Non verbal communication and listening skills Punctuation Direct and non-direct communication styles
WEEK 4	Write a sales letter Placing an order Slang terms used in the workplace Negotiations and sales contracts
WEEK 5	Understand instructions Slang for socialising at work Appropriate levels of politeness / protocol Intonations and tag questions

WEEK 6	Objective information and opinion Pronunciation of plurals Countable vs. non-countable Presenting an argument
WEEK 7	HR and recruitment Write a career summary Indirect questions Career management skills
WEEK 8	Analyse job advertisements Answering to create an impression Clauses and punctuation Write a cover letter
WEEK 9	Designing a resumé Past modals Common vocabulary to discuss interests Paragraph structure
WEEK 10	Understanding job interview conventions Interview pragmatics Dealing with unusual questions Voice management in telephone conversations
WEEK 11	SWOT analysis Vocabulary for technology Conditionals Self analysis
WEEK 12	Quantifiers and comparisons Relative clauses Contracts and agreements Numeric relations